Small Purchase Waiver Form

Upload this form as an attachment, along with vendor quotes with Purchase Requisition created in the P2PO system (PeopleSoft).

Background and Instructions: Small Purchase Waiver Form, is an approved document for the Competition Requirements for Small Purchases of $20,000 or more up to $99,999.99. Any uncertainty regarding appropriate documentation for this purchase should be directed to the Procurement Services and Contract Management team.

Purpose: To ensure reasonable competition (pursuant to Section 4.2020 of the IL Administrative Rules) the University requires the submission of multiple quotes for requisitions that are considered a small purchase of $20,000 or more up to $99,999.99. In certain scenarios, the University may not be able to obtain multiple quotes from vendors that meet the needs of the University. In the event a requisition is submitted without multiple quotes, this Small Purchase Waiver Form must be submitted in lieu of multiple quotes.

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Number:</td>
<td></td>
</tr>
<tr>
<td>Estimated Dollar Amount: $</td>
<td></td>
</tr>
<tr>
<td>Brief Description of Purchase:</td>
<td></td>
</tr>
</tbody>
</table>

Check all that apply:

☐ Supply or service only available from single vendor (Exclusive).

☐ Brand name product not available from multiple vendors.

☐ Supply base not available that can meet the regional or geographic requirements for the product or service.

☐ Supply or service quoted by the lowest-quote vendor was not compatible with the needs of the University (Compatibility).

☐ Supply or services quoted was not able to be provided in the time required by the University. (Processing Time)

☐ Urgent need for the supply or service that does not allow time to obtain multiple quotes. Urgent need must be further justified to identify the urgency (Emergency).

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☐ Exemption listed in Competition Requirements for Small Purchases Greater Than or Equal to $20,000 Policy [https://www.niu.edu/procurement/]

Provide supporting Exemption: ________________________________

☐ Exemption - Requirement competed under an active IPHEC or NIU: RFP, IFB, QBS, or Sole Source.

☐ Other (please describe)

Provide additional qualifying information for your selections on page 1:

I understand that the information provided in this waiver is a truthful and accurate representation of the small purchase referenced.

- A new waiver must be completed for a new/subsequent purchase.
- It is in the best interest of the University to obtain multiple quotes.
- It is a shared responsibility to consider Business Enterprise Program (BEP) certified and Small Businesses when making a purchase. For more information visit www.sell2.illinois.gov.

Signature: ___________________________ Date: ___________________________

Name: ______________________________ Title: ___________________________

Email: ______________________________ Phone: ___________________________

Definitions:

**Exclusive:** Vendor is the only one capable of providing specified product or service (e.g. unique part for a device or maintenance).

**Emergency or schedule requirement:** Failure of a device/device part, unusable device/device part, and/or incompatible device/part required an immediate purchase to avoid loss of data, research results, programmatic delays or harm to program participants.

**Processing time:** Vendor turnaround time to produce the good or service facilitates research and programmatic timelines required under the award.

**Compatibility:** The item purchased must be integrated into an existing device, experiment or research effort, or instructional sequence.